



## **ZONING PERMIT APPLICATION INSTRUCTIONS and GENERAL INFORMATION**

### **READ ALL INSTRUCTIONS AND NOTES BEFORE FILLING OUT APPLICATION**

ALL FIELDS MUST BE FILLED OUT BY THE APPLICANT EXCEPT FOR FIELDS DESIGNATED FOR ZONING ADMINISTRATOR USE.

**CONSTRUCTION:** Building construction or alteration may commence and land or structures may be devoted to a new or changed use within the town only after a zoning permit has been duly issued by the Zoning Administrator and **not before and shall not take effect until the expiration of a 15-day appeal period.**

**(a) APPLICATION:** All applications must be accompanied by the appropriate plot plan or site development plan and a copy of the parcel tax map. See check lists for plans. Application for a Zoning Permit must be complete in all respects, including sewer/septic and driveway cut, if applicable, and must be accompanied by **two (2) copies** of each page and shall show the dimensions of the lot to be built on and/or survey if available, location of the building and accessory buildings with setbacks and such other information as necessary to determine compliance with this regulation. Incomplete applications will be returned to the applicant. Attach any additional supplemental information, documents or reference data, if needed, to the back of the application.

All applications for projects which include the addition of one or more bedrooms must be accompanied by **Potable Water Supply and Waste Water Permit from The Waste Water Division of Vermont Department of Environmental Conservation. 802-786-5900**

All residential projects must comply with the **Vermont Residential Building Energy Standards VTRBES**. A compliance survey must be permanently displayed at the site and a copy filed with Vt. Dept of Public Service and the Pawlet Town Clerk. For more information contact: Energy Code Assistance Center 855-887-0673.

**CONDITIONAL USE APPROVAL:** (If applicable). The owner and/or applicant shall submit (5) five sets of the site plan and supporting data in clearly drawn form and with accompanying text (See Article 111).

**(b) FLOOD HAZARD:** An application for a permit for land development project within a flood hazard area shall contain a notation that the land development for which the permit is sought is located in a regulated flood hazard area. A flood plain map, clearly showing the location of the property, shall accompany the application.

**FEE(s):** See attached **Fee Schedule**.

**ISSUANCE OF PERMIT:** The Zoning Administrator shall issue the zoning permit after (1) the fee has been paid, (2) the application and sketch plan have been properly and fully completed, and (3) the Zoning Administrator has determined that all requirements of the Unified Bylaws have been met. The Zoning Administrator will notify the applicant in writing of the decision to either grant the application for a Zoning permit or deny it. In the event of a denial, the reason for such denial shall be specifically set forth. The Zoning Administrator shall send such notice to the mailing address indicated on the application. The Pawlet Unified Bylaws are found on the town's website : **Pawlet.vt.gov** Documents>Regulations>Zoning Regulations

**APPEALS:** In the event the applicant feels aggrieved by any decision of the Zoning Administrator, the Secretary of that Board of such election to make an appeal. The Notice of Appeal must be filed with the Secretary of the Development Review Board within 15 days of the date of such decision or action of the Zoning Administrator. The applicant must also file a copy of the Notice of Appeal with the Zoning Administrator.